

**DISTRICT OF COLUMBIA
Office of Administrative Hearings**

<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">Appellant,</div> <div style="text-align: center; margin-bottom: 10px;">v.</div> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">Appellee</div>	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">Case No.: _____</div>
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Motion for Appearance by Telephone

TM Appellant TM Appellee hereby requests leave to have the following party or witness appear by telephone at the hearing scheduled for the _____ day of _____, 200____:

The following are good reason(s) (good cause) why these persons should appear by telephone (*continue on additional sheet, if necessary*):

☐ I certify that I contacted the opposing party or his/her authorized representative, _____ (*name*), regarding this motion on _____ (*date*) and he/she has stated that he/she:

- ☐ Consents or does not oppose.
- ☐ Opposes.

- OR -

☐ I certify that I made a good faith effort to contact the opposing party or his/her authorized representative, _____ (*name*), regarding this motion on _____ (*date*) by telephone/fax/mail (*circle all that apply*) but have not received a response as of _____ (*date and time*).

Name of Person Submitting Motion

Address

City State Zip Code

Firm/Office/Business (*if applicable*)

Telephone Number

Facsimile Number

I certify that I have **faxed / mailed / hand-delivered** (*circle all that apply*) a copy of this document to the Appellant Appellee or his/her authorized representative, _____ (*name*), at the following address on _____ (*date*):

(Signature)

SO ORDERED: GRANTED • DENIED •

Presiding Administrative Judge